

***State of Washington
Department of Transportation
Notice to Consultants
2003/2005 Statewide On-Call Roster for Real Estate Services***

WSDOT intends to select Real Estate Services consultants and negotiate On-Call agreements for transportation projects and services that could be used on either the Interstate or Non-Interstate highway systems for all WSDOT projects. All firms responding will be evaluated and ranked. All firms scoring 70% or more, of the maximum total available points will receive an agreement. Firms selected for On-Call consultants will receive an On-Call agreement for a six (6) year term. All agreements will be for \$8,000,000 each.

Project Description

The purpose of this advertisement is to obtain professional real estate services for a variety of transportation projects or services throughout the State. We anticipate the need for consultants to provide real estate services for several projects primarily in the Puget Sound Region. The consultant must have the ability to provide all of the following services in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act (The Uniform Act):

- Title;
- Appraisal;
- Appraisal Review;
- Negotiation;
- Relocation; and
- Property Management.

The professional capabilities of consultants must include appropriate license in the State of Washington, a demonstrable expertise in one or more of the disciplines necessary to accomplish the services, and experience with a 200+ parcel project.

Individual tasks will be negotiated as stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired. The agreement shall be terminated when the Agreement budget is exhausted or the Agreement time frame has expired.

This advertisement will remain open until further notice. All firms submitting after the submittal deadline in this RFP will be reviewed, scored, and awarded agreements based upon the 70% of total maximum points available rule. All firms submitting after the submittal deadline in this RFP and meeting the 70% rule will not be awarded an agreement until 30 calendar days after receipt of your submittal.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select consultants. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firm(s) on Team;
2. Qualifications of Proposed Project Manager(s);
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only);
5. Experience with 200+ parcel project (Prime Consultant Only);
6. References/Past Performances (Prime Consultant Only); and
7. Cost Factors (Prime Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Must have at a minimum, experience with 200+ parcel projects;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Thursday, October 2, 2003:

Director, Consultant Services
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501-6504

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, August 21, 2003 and Thursday, August 28, 2003.